

CLASSIFICATION SPECIFICATION FOR: ENGINEERING INSPECTOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

To perform a variety of advanced, sub-professional engineering duties with primary emphasis on the inspection of public works projects and private developments. The majority of the work is performed with considerable independence and is primarily subject to review only as to results. Incumbents may direct the work of lower level personnel on an intermittent or project basis.

DISTINGUISHING CHARACTERISTICS

The Engineering Inspector is distinguished from other non-supervisory, sub-professional levels by its emphasis on construction inspection and the considerable independence in the performance of work. Must be able to negotiate job site including the ability to climb, crawl and jump.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Review plans and specifications of assigned public works projects with a supervising technician or engineer, and attend pre-job conferences.
2. Inspect projects at various stages and upon completion to insure conformity with plans, specifications and applicable regulations. Note deficiencies and deviations from plans and direct the means and timing of compliance with contractor personnel; refer serious problems and disagreements on interpretation to their supervisor.
3. Inspect materials used for conformity to specifications and record the amounts and type of materials used.
4. Take samples of materials for examination or analysis, and may perform tests on soils and concrete.
5. Inspect private developments for conformance with plans and specifications approved by the Town. Conduct inspections for the issuance of grading and encroachment permits, and in conjunction with the Town's weed abatement program.
6. Perform a variety of duties attendant to assigned projects, including coordination with other Town departments and utilities, communications with the contractor and the preparation of activity records and reports.
7. Perform other types of advanced sub-professional engineering work which may include design, drafting, traffic or land survey duties.

8. May direct the work of lower-level employees on an intermittent or project basis.
9. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade supplemented by specialized course work or formal training in civil engineering.
- Five years of increasingly responsible experience in public works engineering.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods, materials, equipment and safety hazards of construction.
- Advanced mathematics.
- Basic soil mechanics and geology.
- Material sampling, testing and estimate procedures.
- Applicable regulations, codes and Department policies.

Ability to:

- Accurately interpret engineering plans and specifications and maintain accurate records.
- Communicate effectively in writing and verbally.
- Detect and locate deficiencies in construction and violations of applicable codes at the earliest possible stage.
- Work independently.
- Work in inclement weather.
- Maintain effective working relationship with those contacted in the course of work.
- Possession of a valid State of California Class C driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Two year degree in civil engineering.
- Three years of the desired experience

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work outdoors; travel from site to site; work closely with others and alone; potential exposure to inclement weather; may be exposed to dirt, dust, fumes, smoke, and gases; may be exposed to traffic condition.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

#